

RESUMIX GUIDE

For Managers

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Table of Contents

RESUMIX FOR MANAGERS OVERVIEW..... 2

ROLES AND RESPONSIBILITIES 3

ROLES AND RESPONSIBILITIES 4

HOW THE PROCESS WORKS..... 6

REQUIRED AND DESIRABLE SKILLS 8

UNIQUE REQUIREMENTS 9

INTERVIEWING TIPS..... 13

INTERVIEWING TIPS (CONT.)..... 14

The Pacific Region Civilian Personnel Operations Center (CPOC) has implemented an automated ranking and referral system which is designed to streamline the candidate ranking and referral process and reduce the time it takes to fill vacancies in U.S. Army, Pacific.

The new automated system, RESUMIX, uses state-of-the-art optical character recognition, and image processing to read resumes, and extract and store applicant skills. The system's artificial intelligence extracts job skills and other personnel data to match applicants with vacancies. This automated system establishes a "level playing field" where the same requirements apply consistently to all applicants. Through this technology, the Civilian Personnel Operations Center (CPOC) will process resumes and issue referral lists more quickly than previously experienced.

Additional information or assistance on recruitment matters is available from a personnel generalist at your local Civilian Personnel Advisory Center (CPAC).

APPLICANT

All applicants (both internal and external) must now submit a resume no more than three pages in length, and a supplemental data page (if appropriate) may be the 4th page, to file for all US position vacancies in the Pacific Region serviced area. There is no longer a requirement to submit a separate resume for each vacancy announcement. Only one resume is required. Each applicant will receive notification confirming receipt/processing of their resume.

Resumes will no longer be rated upon receipt. Rather, they will be rated only when an actual vacancy occurs and the applicant meets the management-identified skills required for the position.

To be considered for vacancies, applicants must indicate interest by “**self-nomination**”. Applicants self-nominate by notifying the CPOC by email, our website, or by surface mail (post marked by the closing date of each announcement). RESUMIX will not be used for positions advertised under Delegated Examining (DEU), and DA Civilian Career Evaluation System (ACCES).

MANAGER/SELECTING OFFICIAL

The selecting official begins the process by submitting the recruitment request to the personnel specialist, at the CPAC.

After the candidate search process has been completed, the selecting official will be provided a referral list and copy of each highly qualified applicant’s resume. The selecting official may then contact the applicants for interview, if desired.

MANAGER/SELECTING OFFICIAL (Cont.)

If an email address is provided with the recruitment request, the CPOC will transmit the referral list and resumes via email. However, if an email address is not available, the referral list will be sent to the servicing CPAC personnel generalist, who will provide the documents.

Selecting officials have the right to select from different recruitment sources (e.g., In-service, Family Members, Transfer, NAF/CIPMS Interchange, Reinstatement, 30% Disabled Veteran, VRA, or applicants filing under a Delegated Examining Unit (DEU) announcement). Selecting officials must indicate the source(s) desired on the recruitment request.

The completed referral list will be returned to the CPAC for verification of the selectee's employment eligibility. The **CPAC will extend the official job offer** to the selectee and begin the in-processing.

CIVILIAN PERSONNEL ADVISORY CENTER (CPAC)

The CPAC staff will continue to provide guidance and assistance in determining recruitment strategies, applicant sources, and other personnel related matters. The CPAC staff will verify the selectee's eligibility and ensure all legal and regulatory requirements are met. Once this process is completed, **the CPAC will extend the official job offer** to the selectee and begin the in-processing.

CIVILIAN PERSONNEL OPERATIONS CENTER (CPOC)

The CPOC receives resumes directly from applicants. They scan and verify resumes and process self-nominations from interested applicants. A Notice of Receipt/Processing of the resume will be provided.

CPOC clears Priority Placement Program on all recruitment actions. CPOC coordinates directly with the selecting official, issues the referral list, finalizes the recruitment action, and forward appropriate documents to finance.

SELECTING OFFICIAL

- Reviews the Manager's Recruitment Guide
- Updates or develops the Job Description (JD), as necessary
- Discusses recruitment strategies with the CPAC Personnelist
- Completes RPA and Notepad to include the Unique Requirements listed on pages 10-13 of this guide.
- Obtains approval and forwards completed RPAs through approved channels
- Identifies the job related required/desired skills.

CIVILIAN PERSONNEL ADVISORY CENTER (CPAC)

- Reviews RPA for completeness
- Discusses recruitment strategies with manager
- Forwards complete Personnel Action to CPOC

CIVILIAN PERSONNEL OPERATIONS CENTER (CPOC)

- Reviews Position Description
- Develops and forwards vacancy announcements to CPAC
- Receives and tracks self-nominations from applicants
- Initiates resume search
- Reviews candidates for qualifications, time-in-grade restrictions, etc., prior to generating referral list
- E-mails referral list with resumes to manager and/or CPAC
- Establishes case file

SELECTING OFFICIAL

- Receives referral list and resumes from CPOC/CPAC
- Schedules and conducts interviews, as necessary
- Makes selection/alternate selection
- Retains merit factors and reason for selection/Annotates referral list with clear reason(s) for candidate declination or non-availability
- Forwards referral list to CPAC

CIVILIAN PERSONNEL ADVISORY CENTER (CPAC)

- Distributes vacancy announcements to employees and applicants
- Forwards referral list and resumes to the selecting official
- Receives referral list with selection from management
- Verifies preemployment conditions have been met (e.g., license, security clearance, eligibility, preference entitlement, etc.)
- Makes official offer and coordinates entrance on duty (EOD) date
- Coordinates inprocessing procedures with selectee, gaining and losing organizations and CPOC
- Forwards referral list and other required documents to CPOC

CIVILIAN PERSONNEL OPERATIONS CENTER (CPOC)

- Finalizes case file, updates automated system, and completes RPA and forwards documents to DFAS.

Required And Desirable Skills

REQUIRED SKILLS

These are job-related skills which applicants **must possess** to successfully perform the duties of the position within a reasonable period of time (i.e., 30 days).

DESIRED SKILLS

Job-related skills that are desired but not required for successful job performance, i.e., can be learned.

- All skills listed must be supported by the duties and responsibilities identified in the job description.

IMPORTANT! You must protect the confidentiality of the required and desired skills. This information is the candidate evaluation criteria.

Depending on the results of the candidate search, it may be necessary for the CPOC specialist to contact you or your POC to refine the desired and required skills. This may occur when the skills identified produce too many or too few candidates.

Unique Requirements

FILL/RECRUIT

Recruit (Vice: _____, if applicable)

PCS costs authorized/not authorized

Area of Consideration (AOC)/Recruitment Sources: _____ (i.e. MPP (identify specific categories, i.e., VRA, VEOA, transfer, reinstatement, etc.), DEU, OPM, Alaska District (if you use OPM you will need to name a Point of Contact for the credit card)

Identify New Position - JD#, Position Title, Pay Plan, Occupation Code (Series), Grade (*i.e. Secretary (OA), GS-0318-06, JD# 000656*): _____

Position Location (Div, Br, Sec): _____

Supervisor's Name: _____

Supervisor's PD #: _____

Manager/Selecting Official's E-mail address: _____.

If this information does not auto-populate after selection from the List of Values, then complete the following:

UIC: _____

TDA Para: _____

TDA Line: _____

Org Code: _____

AMS: _____

APC: _____

Duty Station Code: _____

Additional remarks if applicable

Number of days announcement to be open:

Highest Previous Rate Authorized:

Position subject to random drug testing:

Requires driver's license? Type? Endorsements?

Travel:

Payroll Office:

Gun Control:

Position Sensitivity:

Security Clearance:

Term/Temp/Permanent Appointment:

If Term/Temp Recruitment – Certify that this position has not been filled on a temporary basis for 24 out of the last 36 months.

Work Schedule

Irregular Tour of Duty:

Weekend/Overtime Schedules:

Recruit as lead (grade levels):

Obligated position:

Other special considerations:

ESTABLISH/FILL

Identify Proposed Position: Position Title, Pay Plan, Occupation Code (Series), Grade (*i.e. Secretary (OA), GS-0318-06*):

Position Location (Div, Br, Sec): _____

Supervisor's Name: _____

Supervisor's Phone #: _____

Manager/Selecting Official's E-mail address:

UIC: _____

TDA Para: _____

TDA Line: _____

Org Code: _____

AMS: _____

APC: _____

Duty Station Code: _____

PD attached (State where the description came from (*i.e.* word document, PD library, FASCLASS))

Additional remarks if applicable

PCS costs authorized/not authorized

Area of Consideration (AOC): _____ (*i.e.* MPP (identify specific categories, *i.e.*, VRA, VEOA, transfer, reinstatement, etc.), DEU, OPM, Alaska District (if you use OPM you will need to name a Point of Contact for the credit card)

Number of days announcement to be open:

Highest Previous Rate Authorized:

Position subject to random drug testing:

Requires driver's license? Type? Endorsements?

Travel:

Payroll Office:

Gun Control:

Position Sensitivity:

Security Clearance:

Term/Temp/Permanent Appointment:

Work Schedule

Irregular Tour of Duty:

Weekend/Overtime Schedules:

Recruit as lead (grade levels):

Obligated position:

Other special considerations:

REVIEW THE FOLLOWING PRIOR TO CONDUCTING INTERVIEWS

DO's	DON'Ts
<ul style="list-style-type: none"> ☺ Schedule the same amount of time for each interview. Allow yourself time between interviews to record ratings and complete notes. ☺ Allow candidates time to read the job description before the interview. This saves time for you and avoids any appearance of administering a speed-reading test. ☺ Welcome the candidate and explain the interview process. ☺ Discuss any unusual working conditions; i.e. shift work, overtime, frequent travel, etc., with the candidate before the actual interview. State these up front as conditions of employment. ☺ Ask each candidate the same set of questions. Document the results of the interview. The interview process, along with other evaluation factors, help determine the best candidate for the position. ☺ Compare all candidates on the same basis. Review the total picture after you have completed all interviews. ☺ Keep your interview questions, and selection notes. 	<ul style="list-style-type: none"> ☹ Don't interview or promise to interview anyone who is not listed on the referral list. ☹ Don't make promises to candidates or assumed potential candidates. ☹ Don't use acronyms or local terms. ☹ Don't ask questions that do not distinguish between candidates, such as "Why do you want this job?" ☹ Don't use multiple part questions. ☹ Never indicate you have already made a selection before all interviews are completed. ☹ Don't ask personal questions, e.g., is your spouse in the military, do you have children, do you make coffee, or how old are you, are you pregnant? These are not job-related questions. ☹ Don't ask test questions or give hypothetical situations, i.e., "What would you do if...?" ☹ Avoid questions with only yes or no answers. ☹ Don't use terms such as, "girl", "gal", "boy", "dear", etc.

Interviewing Tips (Cont.)

REVIEW THE FOLLOWING PRIOR TO CONDUCTING INTERVIEWS

DO's	DON'Ts
<p>😊 Avoid the “Halo Effect”. Don’t weigh your decision on a single accomplishment, association with a particular group, the college attended, etc. Avoid stereotyping candidates</p>	<p>☹ Don’t assume an accent to be a liability.</p> <p>☹ Don’t assume men can, women can’t (lift, travel, etc.).</p> <p>☹ Don’t inquire into views on politics, civil rights, religion, etc.</p> <p>☹ Don’t indicate/inform an applicant is selected.</p>